# Emergency Management and Preparation for the "Big One" in the Pacific Northwest



Project Title	Emergency Management and Preparation for the "Big One" in the Pacific Northwest
Project Summary	Save lives and serve by helping Federal, State, and Local communities in the Pacific Northwest prepare and respond to natural disasters and other all-hazard emergencies
Country	United States

#### **Project Description**

The Oregon Federal Executive Board (OFEB) is a small team covering a wide range of topics that touch our federal community across agencies and at all levels, from emergency management to training to charitable giving. We are looking for an intern with an interest in developing their emergency management and crisis response expertise to serve as a Program Associate for our Crisis Continuity Coalition, a working group of federal, state, and local emergency management leaders. OFEB serves as a lead coordinating agency across of these partners, bringing expert voices together to prepare our agencies and communities for natural disasters and other emergencies. From the looming threat of a Cascadia earthquake, to coordination around human disruptions, to managing the ongoing pandemic, if you are interested in exploring what is new and exciting in the field, interested in the intersection of public service and the wider community, or enjoy exploring the process of innovation in the public space, this is the project for you!

Benefits: In this role you will have routine interaction with senior leadership across the federal community, from the FBI to the Forest Service, from our local community partners to congressional delegations. OFEB leadership will support interns spending up to 25% of their internship time completing FEMA National Incident Management System coursework & certifications (and interns can do additional work outside this time as well, with mentorship from OFEB) and serve as a mentor for students in the program. You will have access to a broad array of the foremost experts in the field, and work on a broad array of projects.

#### **Duties:**

- Research a wide variety of law enforcement, FEMA, CDC, and other State & Federal communications related to the ongoing pandemic (or other events as they emerge) on a daily or near-daily basis, communicate key items to agency leadership as appropriate (developing a sense of each agency's mission and needs), update the website, and curate into a weekly Situation Report for the wider community.
- Participate in and take minutes for infrequent ad-hoc emergency coordination & decisional meetings with a core group of senior federal agency leaders when possible, including responding to ongoing natural disasters, protests, and weather events
- Maintain OPM-mandated confidential emergency notification list for Agency Heads and Designated Deputies, including calls for updates and syncing information with Salesforce database and At-hoc Notification system.

- Serve as Program Associates for Quarterly C3 meetings and special events, attending virtually when possible. Interns will be responsible for communications and minutes for the group, including social media and website updates
- Research, audit, and share training and professional development events of benefit to the wider Emergency Management Community

## **Required Skills or Interests**

Skill	(s)
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Editing and proofreading

Research

Social media management

Survey / polling design

Website design

Writing

#### **Additional Information**

You can see the range of activities we run in the Emergency Management Realm at: https://www.oregonfeb.us/emergency-management-events

### Language Requirements

None